

Hazard Mitigation Grant Program Sub-Grant Application

THIS SECTION FOR STATE USE ONLY			
<input type="checkbox"/> Standard HMGP <input type="checkbox"/> Initial Submission	or	<input type="checkbox"/> 5% Initiative Application <input type="checkbox"/> Resubmission	<input type="checkbox"/> Application Complete
<input type="checkbox"/> Conforms with State Plan <input type="checkbox"/> In Declared Area <input type="checkbox"/> Statewide	Applicant Type: <input type="checkbox"/> State or Local Government <input type="checkbox"/> Private Non-Profit (Tax ID Received) <input type="checkbox"/> Recognized Indian Tribe or Tribal Organization <input type="checkbox"/> Special District/Other	Project Type(s) <input type="checkbox"/> Flood <input type="checkbox"/> Seismic <input type="checkbox"/> Other: <input type="checkbox"/> Wind <div style="border-bottom: 1px solid black; margin-top: 5px;">(Other)</div>	
Community NFIP Status:	<input type="checkbox"/> NFIP Participant <input type="checkbox"/> In Good Standing	Community ID: _____ <input type="checkbox"/> Non-Participating	
State Application ID _____ Signed _____ State Reviewer _____	Application Rec'd (Date) _____ Date _____ Reviewer Phone # _____ Reviewer Fax # _____		

1. FEMA - _____ -DR- _____

Part 1: Applicant Data

2. Applicant Name: _____ 3. TIN: _____
 4. County Name: _____ 5. County Code: _____ 6. State Code: _____
 7. State Legislative District: _____ 8. U. S. Congressional District: _____
 9. FIPS Code: _____ 10. Public Entity ID: _____ 11. CID: _____

12. Primary Point of Contact

Name: _____ Nickname: _____
 Organization: _____ Job Title: _____
 Address: _____ Telephone: _____
 _____ Fax: _____
 _____ Email: _____
 Directions: _____

13. Alternate Point of Contact

Name: _____ Nickname: _____
 Organization: _____ Job Title: _____
 Address: _____ Telephone: _____
 _____ Fax: _____
 _____ Email: _____

14. Application Preparer

Name: _____ Job Title: _____
 Organization: _____ Telephone: _____
 Address: _____ Fax: _____
 _____ Email: _____

15. Does your community participate in the NFIP? ☐ Yes ☐ No
16. If yes, what date did your community enter the NFIP? _____
17. If no, when do you anticipate entering the NFIP? _____
18. What is the date of your community's most recent Community Assistance Visit? _____
19. Is your community a private, nonprofit organization? ☐ Yes ☐ No
20. Is your community an American Indian or Alaska Native tribal government? ☐ Yes ☐ No

21. Assurances

If the project is funded, the applicant must adopt an ordinance or other policy that demonstrate the community shall comply with the following (applicant, not preparer, must initial each item):

_____ Designate Authorized Agent for Project.

_____ All participants must sign a statement acknowledging the program is voluntary and, therefore, are not entitled to relocation assistance under the URA.

_____ Each potential property owner must be notified in writing that, for the purpose of this program, the community shall not use its power of eminent domain to acquire the properties if a voluntary agreement is not reached.

_____ The following restrictive covenants shall be conveyed in the deed to any property acquired:

1. The property shall be dedicated and maintained in perpetuity for uses compatible with open space, recreational or wetlands management practices; and
2. No new structure(s) shall be built on the property except as indicated below:
 - A. A public restroom; or
 - B. A structure that is compatible with open space, recreational or wetlands management usage and proper floodplain management policies and practices, which the Director approves in writing before the construction of the structure begins.
3. The premises shall remain in public ownership.
4. After completion of the project, no application for additional disaster assistance shall be made for any purpose with respect to the property to any Federal entity or source, and no Federal entity or source will provide such assistance.

In general, allowable open space, recreational and wetland management uses include parks for outdoor recreational activities, nature reserves, cultivation, grazing, camping (except where adequate warning time is not available to allow evacuation), temporary storage in the open of wheeled vehicles which are easily movable (except mobile homes), unimproved, pervious parking lots, and buffer zones.

_____ Any structures built on the property according to the above stipulations (see 2 above), shall be floodproofed or elevated to the Base Flood Elevation plus one foot of freeboard.

In addition, upon successful project approval and funding, the applicant will approve a formal, written policy, which will include all required ordinance language and applicable state policies. Applicant will be required to submit its policy to state for final approval (applicant, not preparer, must initial each):

_____ A public meeting shall be conducted to explain policy and procedures.

_____ Priority of acquisition or relocation of properties shall be established.

_____ All structures to be demolished or relocated, including garages or outbuildings, shall be located on the acquired property.

_____ A standard policy of appraisal will be established. Based on this appraisal, owners will be offered a fair market value (FMV) less any duplication of benefits as identified by FEMA.

_____ In the event that the appraisal less duplication of benefits is a negative figure or less than the land only value, and the property owner still desires to sell the property, the property owner will be offered the FMV of the land only (not the structure). However, the community will take deed to both the structure and land.

_____ If subject property was purchased after the flood/event on an "as is" basis, the amount of the new post-flood owner paid for the property plus any verifiable improvements will be the FMV offered. The post-flood property owner will not be offered the pre-flood FMV if they were not the property owner during/before the event. In addition, any benefits the previous owner received for repair of the property will not be deducted from the offer. In no event, will the offer to the post-flood owner exceed the pre-flood FMV.

_____ Any tenants renting properties 90 days prior to the start of negotiations with the owner will be offered relocation assistance. Renter relocation assistance is formula driven but in no event will the relocation payment exceed \$5,250 plus actual moving expenses.

_____ Each property closing will be preceded by a title search. The title must be clear of all liens before the community will take title to the property.

_____ The property owner will agree to satisfy all liens or have the lien amount deducted from the purchase offer at the time of closing.

_____ Current property owners will be responsible for the property taxes from the first of the tax year through the date specified by the community buyout policy (e.g. either the date of closing or the date of the event) on a pro-rated basis.

_____ Until the title is transferred, the property owner remains solely responsible for the property.

22. Authorized Agent of the Applicant/Community

Should our community be awarded FEMA funds to implement a property acquisition project, we agree to the above stipulations as conditions of receiving funds and implementing said project.

Authorized Agent's Signature

Date

Name (printed or typed)

Title

Part 2: Problems and Solutions**23. Project Location**

Describe, in detail, the location of your community's project. Include its topography and a map indicating all affected properties. If possible, use a flood insurance rate map (FIRM). Identify any properties located in a floodplain or floodway. Demonstrate how location contributes to the problem. FIRMs typically are available from your local floodplain administrator, often within the planning, zoning, or engineering office. You also can order maps from FEMA's Map Service Center at 1-800-258-9616. (For more information, contact your SHMO or visit FEMA's web page at <http://www.fema.gov/home/MSCHardcopy.htm>.)

24. Explanation of the Problem/Event

Describe in detail the event precipitating the need for this project and its effects on the community. Indicate if the event is a 100- or 500-year flood, etc., as appropriate. Describe the historical effects of similar events during the past 25 years. As supporting documentation, enclose photographs, scientific data (e.g. documented health risks, the number of homes or businesses destroyed by each event), etc.

25. Solutions to the Problem

Alternative #1: Property Acquisition

Describe in detail the property acquisition alternative.

- How will your community’s acquisition (or acquisition and relocation) project solve the problem described?
- Explain how it is effective in addressing a recurrent or repetitive problem.
- Calculate the estimated cost including the present cost of implementation and the future cost of maintenance of the acquired property, as well as the potential future losses from natural disasters.

Estimated Cost:	Implementation & maintenance:	\$ _____	Potential future losses:	\$ _____
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Alternative #2: _____

Describe in detail another mitigation measure (e.g., elevation, wet or dry floodproofing, detention ponds, drainage ditches, etc.) that is a feasible alternative solution to the problem described.

- How will this mitigation measure solve the problem described?*
- Explain how it is effective in addressing a recurrent or repetitive problem.*
- Calculate the estimated cost including the present cost of implementation and the future cost of maintenance, as well as the potential future losses from natural disasters.*

Estimated Cost:	Implementation & maintenance:	\$ _____	Potential future losses:	\$ _____
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Alternative #3: No Action

Describe in detail the “no-action” alternative solution to the problem described.

- *Explain the present and future effects of doing nothing to solve the problem.*
- *Identify the estimated present and future costs and losses of doing nothing.*

Estimated Cost:	Implementation & maintenance:	\$ _____	Potential future losses:	\$ _____
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26. Proposed Solution

Of the three alternative solutions described above, which does your community propose is the best?

Explain why your community proposes that solution over the other two alternatives. Demonstrate that it is the best solution of the three. Compare the costs of future floods (e. g., disaster response, recovery, repair, reconstruction, etc.) to demonstrate its cost-effectiveness.

Part 3: Estimated Budget**27. Budget Worksheet**

	Unit Cost	# of Units	Total Cost
Site Acquisition (total estimated FMV's from Property Inventory—Summary)			\$
Appraisal	\$		\$
Property Survey	\$		\$
Title Search and Closing	\$		\$
Structure Demolition	\$		\$
Structure Relocation	\$		\$
Tenant or Housing relocation assistance	\$		\$
Legal fees			\$
Other:			\$
Other:			\$
Total Cost Estimate (sum of all total costs)			\$
NOTE: Administrative funds will be provided in addition to grant award if project is approved. Do not include administrative expenses in above Total Cost Estimate.			

28. Basis of FMV:**29. Projected Source of Funds:**

	Source	Percent	Amount
Federal Share:	FEMA	75%	\$
Non-federal Share:			\$
(State, local, private)			\$
			\$

30. Work Schedule:

Include a work schedule showing milestones and their anticipated periods of performance.

Projected Work Schedule	
Task	Estimated time to complete
Total Time Estimate	

*Please note that some tasks may overlap or occur simultaneously.

Part 4: Property Inventory

Use the property inventory forms (items 31, 32, and 33) to document properties targeted for acquisition. Make copies of the forms, as necessary, number copies, and attach.

Also please answer the following questions. If the question is not applicable to your project, write "N/A" or "not applicable" in the blank.

The average cost of one square foot of residential rental property in _____ is _____.

FOR PUBLIC FACILITIES ONLY (attach additional pages, if necessary, to answer for each public facility to be acquired):

Type of facility (e.g. fire station, community center, etc.):

Annual Budget: \$

Rental Income (if any): \$ _____

31. Property Inventory—Summary

<i>Sequential #</i>	<i>Lot or Parcel #</i>	<i>Property Owner's Name</i>	<i>Property's Street Address & Zip Code</i>	<i>Estimated FMV</i>
Total Estimated FMVs this page				

32. Property Inventory—Individual

Sequential #: _____ of _____

A. Owner(s) Data

Name: _____ Social Security #: _____

Phone Day: _____ Evening: _____

Mailing Address: _____

Name: _____ Social Security #: _____

Phone Day: _____ Evening: _____

Mailing Address: _____

B. Tenant Data (if applicable) (If more than one, use 33, Property Inventory—Tenant Data sheet.)

Name: _____ Social Security #: _____

Phone Day: _____ Evening: _____

Mailing Address: _____

Identify Possible Sources of Disaster Assistance for DOB (check all that apply):

- ☐ NFIP Settlement
 ☐ State IFG Program
 ☐ SBA Loan
☐ Disaster Housing Program
 ☐ Hazard Minimization Funds
☐ Other: _____

Summarize building permit data below (include date of permit and purpose).

Has this structure ever been flooded before? _____

If yes, complete the following:

Date	Water depth above first finished floor

FOR BUSINESSES ONLY:

Type of business: _____

Monthly cost of rental space: _____

Estimated value of contents: _____

Description of contents: _____

Number of lost business days: _____

Estimated income lost per day: _____

Attach a detailed street map with exact location of property. Is map attached? _____

C. Property Data

Lot or Parcel #: _____

Street Address: _____

Zip Code: _____

Type of Property (check one):

- | | | |
|-----------------------------------------------|-------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Single-family Home | <input type="checkbox"/> House of Worship | <input type="checkbox"/> Mobile Home with Pad |
| <input type="checkbox"/> Multiple-family Home | <input type="checkbox"/> Vacant Lot | <input type="checkbox"/> Own home pad |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Rent home pad |

Number of stories? *(Not including basement)* _____ Does the building have a basement? ☐ Yes ☐ No

Type of Construction (e.g. wood frame, masonry, etc.) _____

Type of Foundation (e.g. post and pier, continuous perimeter, etc.) _____

What is the date of initial construction? _____

What is the total square footage of all buildings? _____ square feet

As of the date of application, are any structures on the property 50 years old or older? ☐ Yes ☐ No

What is the property's Flood Zone Symbol or Designation? _____

Is property in a floodway? ☐ Yes ☐ No

What percentage of the property is damaged? _____ %

Is property in a floodplain? ☐ Yes ☐ No

If yes, describe floodplain (e.g., 10-, 25-, 50-, 100-, or 500-year): _____ -year

What is the first floor elevation (FFE) of the property? _____ feet above sea level (NGVD)*

What is the base flood elevation (BFE) of the property? _____ feet above sea level (NGVD)

What is the flood water elevation for the current event? _____ feet above sea level (NGVD)

*National Geodetic Vertical Datum

Attach color photographs.

33. Property Inventory—Tenant Data

Property Owner:		Telephone:	
Property Address:		Total Annual Rental Income:	
Tenant Name	Social Security No.	Telephone	Mailing Address
		Day:
		Evening:	
		Day:
		Evening:	
		Day:
		Evening:	
		Day:
		Evening:	
		Day:
		Evening:	
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Part 5: Environmental and Sociological Considerations

For each Hazard Mitigation alternative your community is considering, answer "Yes," "No," or "Possibly," or "Don't Know" to each question. Then compare the columns. The column with the most "No" answers is the most community-friendly alternative.

34. Matrix of Environmental and Sociological Effects

	Proposed Action	Alternative #2	No Action
Land Use & Socioeconomic Issues			
1. Will project hinder or violate general land use in the area?			
2. Will project conflict with local zoning ordinances?			
3. Will any structures be relocated?			
4. Will project negatively affect area economic activities?			
5. Will project have a disproportionately high or adverse affect on a minority/low-income population?			
6. Will project decrease or hinder prime farmland?			
Natural Resources			
7. Will marine, aquatic or terrestrial vegetation be removed?			
8. Will there be construction in marshlands or wetlands? Will the project adversely affect any wetland areas?			
9. Do endangered or rare species live in the project area?			
10. Is the project area in or near a wildlife conservation area?			
Archeological and Historical Resources			
11. Does project area have any archeological, cultural or historical significance?			
12. Will project require excavation or disturbance of soil?			
Total "No" Responses:			

Also consider hazardous materials that may be found on the properties you plan to acquire. Answer "Yes," "No," or "Possibly," or "Don't know" to each of the following questions. If the answer is "Yes" for even one property, then answer "Yes" to the question. For any question to which you answered "Yes" or "Possibly," please attach additional pages explaining each hazardous material and planned abatement.

Hazardous Materials	
1. Were the properties previously or are the properties currently used for commercial, light industrial, transportation or institutional purposes?	
2. Are there any above ground storage tanks, underground storage tanks, or leaking storage tanks present on the properties?	
3. Is there presently, or has there been in the past, any generation, treatment, storage, disposal, release, or spill of petroleum products, solid or hazardous substances and/or wastes, other than normal quantities of household substances on the properties?	
4. Have unusual odors or discoloration been noticed in the soil, or drinking or surface water on or near the properties?	
5. Are there any past or ongoing environmental investigations conducted by federal, state, local government agencies, or private firms; or Occupational Safety and Health Administration (OSHA) citations or notices of violation on the properties related to environmental or toxic hazards?	
6. Are there any other issues or concerns associated with hazardous or toxic materials on the properties?	

35. Agency Contacts

Identify the state and federal agencies contacted in the development of the project and in the preparation of this environmental analysis. In Part 6: Attachments, be sure to include letters from the State Historic Preservation Officer regarding historic buildings and archeological resources; and the U.S. Fish and Wildlife Service regarding endangered and threatened species, and fish and wildlife conservation issues.

- | | |
|---------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> State Historic Preservation Office | <input type="checkbox"/> U.S. Department of the Interior |
| <input type="checkbox"/> U.S. Fish and Wildlife Service | <input type="checkbox"/> U.S. Environmental Protection Agency |
| <input type="checkbox"/> State Division of Environmental Protection | <input type="checkbox"/> U.S. Geological Survey |
| <input type="checkbox"/> State Division of Natural Resources | <input type="checkbox"/> U.S. Natural Resources Conservation Service |
| | <input type="checkbox"/> Other: State Dept. of Social Services |

36. Sociological Questions

Please respond to the following in regards to your community's proposed solution.

- 1. Identify and describe any historic resources on or near any of the properties. Explain how the project will effect those historic resources.**
- 2. Identify and describe any archeological sites on or near any of the properties. Explain how the project will effect those archeological sites.**
- 3. Identify and explain any significant cultural or social issues that might affect or be affected by the project.**
- 4. Identify and explain any economic concerns or issues that might affect or be affected by the project.**

5. Identify and describe abatement of any hazardous materials (e.g., lead, asbestos, septic tanks, heating oil tanks, etc.) on any of the properties.

Part 6: Authorized Signatures

37. Project Official Chief Executive Officer of the Applicant/Community

I certify that I am the authorized agent for the applicant having purview over the development and completion of this application, and all statements and information contained herein are true and accurate.

Authorized Agent's Signature

Date

Name (typed or printed)

Title

I certify that I am the chief executive officer of the applicant and the above named individual is the authorized agent acting on our behalf for this application.

CEO's Signature

Date

Name (typed or printed)

Title

Before submitting this application, ensure you have provided all requested information. An incomplete application may result in an unfavorable evaluation, or delay of HMGP funding. List all attachments and enclosures on the next page.

Part 7: Attachments and Enclosures

38. Attachments

Use the space below to name and number all attachments and enclosures. Use as many pages as necessary to list all documents neatly and completely.

Be sure to include copies of the following:

- Maps of project area:
- ☐ Street map
- ☐ FIRM
- ☐ Topographical and other maps, if available
- Other supporting documentation:
- ☐ Copies of letters from environmental agencies
- ☐ Advertisements for project meetings
- ☐ Photographs of damage and other evidence
- ☐ Property data

List of Attachments and Enclosures

Number	Title or Description